

INSIGHT STAFF USER GUIDE

STAFF USER GUIDE



INSIGHT USER MANUAL

TABLE OF CONTENTS

Insight User Manual	1
Introductory Note	3
Getting Started	3
Accessing Insight	4
Log into Insight	4
log out of insight	4
select a pupil	5
At a Glance	7
Timetable	8
Homework	9
Notices	10
SEN	11
Linked Adults and Agencies	12
Personal Details	13
Quick Links	14
Manage	15
Homework	15
Setting Homework	16
Edit Homework that has been set	20
Delete Homework	21

Clone Homework	22
Parents Evening.....	23
Blocking out appointment slots that you wont be attending	25
Booking Appointments.....	27
Deleting Appointments.....	28
Parents Evening Report.....	29
Notice Composer	31
Creating a Notice	31
Reports	35
Parents Evening	35
Assignment Summary.....	36
Assignment Summary (Staff).....	37
Attendance	38
Session Attendance.....	39
Attendance Comparison	42
Attendance Career.....	42
lesson summary.....	43
Behaviour.....	46
Achievements	46
Behaviours.....	47
Report card	47
Exclusions	48
Assessments.....	49
Examination Entries.....	49
Examination Results	50
Key Stage Results	50
Reports	51

INTRODUCTORY NOTE

If you click a section heading from the Table of Contents (found at the beginning of this document) i.e. Timetable you will be taken straight to that section in the document.

GETTING STARTED

The quickest way to access Insight is via the Glyn school website. The web address for insight if you are not going through the Glyn website is <https://insight/insight/secure.aspx> you can save this URL into your internet favourites for quicker access in the future.

ACCESSING INSIGHT

LOG INTO INSIGHT

When you go to the insight logon page you will see the following window where you will need to enter your username and password:-

Your user name and password will be your SIMS username and password.

Login

Welcome to the Glyn School Portal

User Name

Password

Remember me ☐ OFF

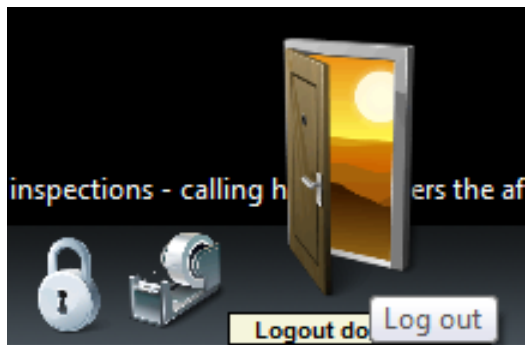
Forgotten your password?

Forgot your password?
Enter your User Name to receive your password.

User Name:

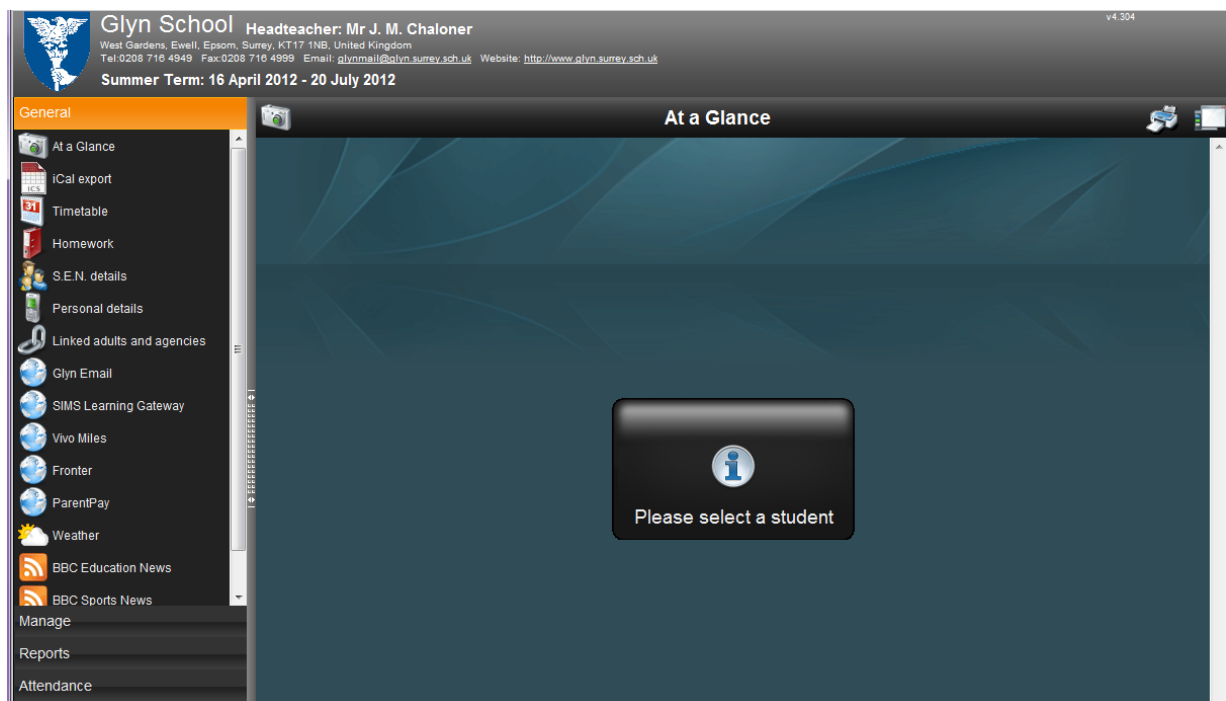
LOG OUT OF INSIGHT

To log out of Insight you need to click on the open door at the bottom of the window, see diagram below.



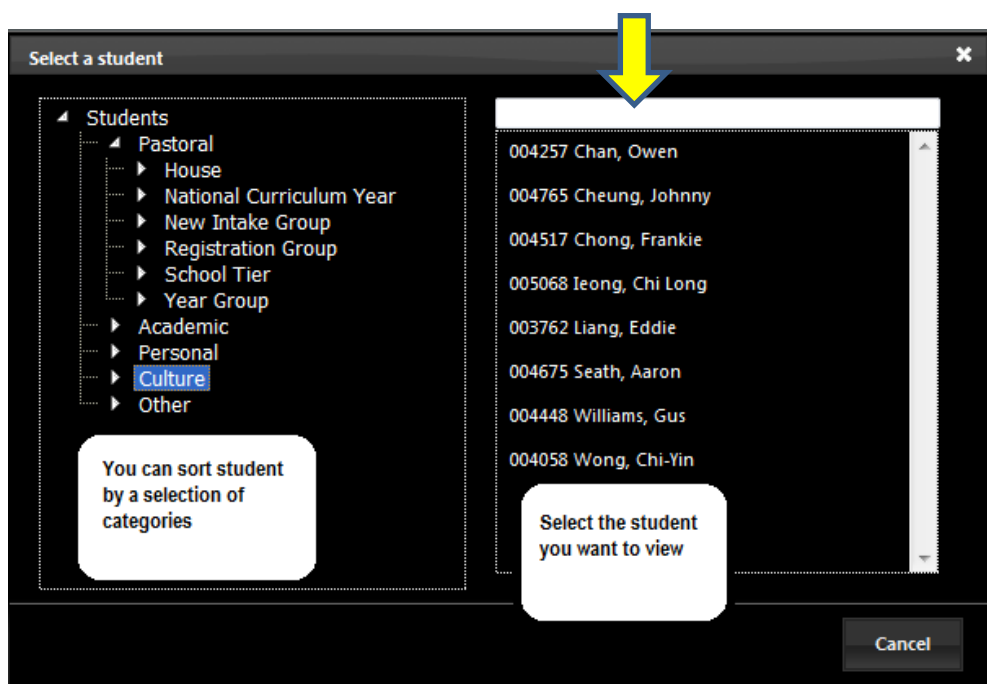
SELECT A PUPIL

There are 2 ways to select a pupil. The easiest way is to click **Please select a student** on the **At a Glance** window that opens up when you log in.

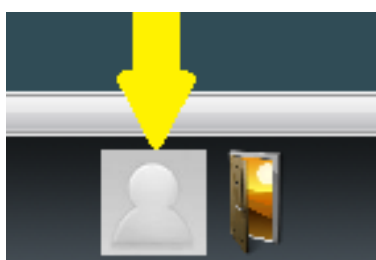


The following window will open (see diagram below). You can:-

- Scroll down and click on the student you want to view
- Search for a student by typing the students surname in the white search box.



The second method for selecting a student is to click on the **Select Student** Icon at the bottom of the Insight window (see diagram below)



The **Select a student** window will open. Proceed with the previous instructions.

AT A GLANCE

You will be presented with the **At a Glance** window.

This is an overview of information about the selected student. All of the information shown here can be found in much more detail by clicking on the appropriate tabs on the left hand side of the window or by clicking **more...** at the bottom of an information box.

At a Glance

Notices

Date	Subject
11 Jun 12-15 Jun 12	General
<i>House Cricket</i>	
13 June	General
<i>Evening Celebration of Glyn Arts</i>	
14 June	Unexplained absence
<i>Some absences are currently unexplained, 01/06/2012</i>	
27 June	General
<i>Whole School Sports</i>	

Alerts

Attendance
Behaviour
Exclusion

Behaviour Summary

Achievements		Behaviours	
Today:	0pts	Today:	0pts
This week:	0pts	This week:	0pts
This term:	0pts	This term:	0pts
Overall:	0pts	Overall:	2pts

Today's Attendance

Time	Subject	Teacher	Class	Status
08:40-09:40	Physics	Mr G. Jones	in S1	✓
08:45-08:55	10 Carew	Mr K. MacLeod		✓
10:00-11:00	Geography	Mr C. Smitheram	in G3	✓
11:00-12:00	ICT BTEC Extended Certif	Miss L. Matthews	in IT4	✓
12:55-13:00	10 Carew	Mr K. MacLeod		?
13:00-14:00	English	Miss C. Gatt	in E1	?
14:00-15:00	Maths	Mrs C. Brown	in M1	?

[more...](#)

TIMETABLE

This window shows you the selected student's current weeks' timetable. If you click on the yellow arrows at the top right or left of the window (see diagram below) you will either be taken back to last weeks timetable or forward to next weeks timetable.

51

Timetable

Move back a week

Move forward a week

Monday 28/05/2012											
08:45 AM 9B Mr J. Bell <small>Late before registers closed</small>	09:00 11:00 History 9BN/H1 H1 Mr J W Matthews <small>Late before registers closed</small>	10:10 11:00 English 9ab/En5 E4 Miss L K Baxter <small>L Present (AU)</small>	11:00 12:00 English 9ab/En5 E4 Miss L K Baxter <small>L Present (AU)</small>	12:35 13:00 9B Mr J. Bell <small>L Present (PU)</small>	13:00 14:00 Religious 9BN/Rs RS1 Mr T E Fern <small>L Present (PU)</small>	14:00 15:00 Physical E 9BN/Pe SP4 Mr M J Bending <small>L Present (PU)</small>					
Tuesday 29/05/2012											
08:45 17:45.1 Art And De 9BN/Ad C6 Mr G Derbyshire <small>L Late before registers closed</small>	09:00 AM 9B Mr J. Bell <small>L Late before registers closed</small>	10:00 11:00 History 9BN/H1 H1 Mr J W Matthews <small>L Present (AU)</small>	11:00 12:00 Science 9ab/Sc4 S9 Mr M J Keating <small>L Present (AU)</small>	12:35 13:00 9B Mr J. Bell <small>L Present (PU)</small>	13:00 14:00 English 9ab/En5 T1 Miss L K Baxter <small>L Present (PU)</small>	14:00 15:00 Music 9BN/Mu C2 Mrs M Penson <small>L Present (PU)</small>					
Wednesday 30/05/2012											
08:45 17:45.1 Info Techn 9BN/It IT3 Ms S Williams <small>L Present (AU)</small>	09:00 AM 9B Mr J. Bell <small>L Present (AU)</small>	10:00 11:00 Spanish 9ab/Sp5 L2 Ms A M Ospina <small>L Present (AU)</small>	11:00 12:00 Citizenship 9BN/C1 ES Mrs J E Fairbrother <small>L Present (AU)</small>	12:35 13:00 9B Mr J. Bell <small>All should attend / No mark</small>	13:00 14:00 Maths 9ab/Ma4 M1 Miss J E Zimmermann <small>All should attend / No mark</small>	14:00 15:00 Spanish 9ab/Sp5 L3 Mrs V A Duffield <small>All should attend / No mark</small>					
Thursday 31/05/2012											
08:45 17:45.1 Science 9ab/Sc4 S9 Mr M J Keating <small>All should attend / No mark</small>	09:00 AM 9B Mr J. Bell <small>All should attend / No mark</small>	10:00 11:00 Spanish 9ab/Sp5 L2 Ms A M Ospina <small>All should attend / No mark</small>	11:00 12:00 Religious 9BN/Rs RS1 Mr T E Fern <small>All should attend / No mark</small>	12:35 13:00 9B Mr J. Bell <small>All should attend / No mark</small>	13:00 14:00 Technology 9BN/Te T6 Mr R Kemp <small>All should attend / No mark</small>	14:00 15:00 Maths 9ab/Ma4 M1 Miss J E Zimmermann <small>All should attend / No mark</small>					
Friday 01/06/2012											
08:45 15:45 Physical E 9BN/Ga2 PH4 <small>PH4</small>	09:00 AM 9B <small>PH4</small>	10:00 11:00 Physical E 9BN/Ga2 <small>PH4</small>	11:00 12:00 Maths 9ab/Ma4 M1 <small>PH4</small>	12:35 13:00 9B <small>PH4</small>	13:00 14:00 Drama 9BN/Dr C1 <small>PH4</small>	14:00 15:00 Science 9ab/Sc4 S1 <small>PH4</small>					

HOMWORK

This section lists all of the homework your selected student has to complete.

It shows:-













- Date the homework was issued
- Date the home work needs to be handed in by
- Subject the homework is for

Homework				
Drag a column header here to group by that column				
Precis	Due Date	Subject	Class	Issued Date
Revision homework	14/05/2012	Geography	11Y/Ge	09/05/2012
Finish the epileptic key words revision powerpoints for the three topics, tectonics, coasts and rivers.				
geog reseach	01/05/2012	Geography	11Y/Ge	01/05/2012
watch this video on Three Gorges Dam http://webplayer.clickview.com.au/?p=rtUPr				
Geog revision homework	01/05/2012	Geography	11Y/Ge	01/05/2012
Complete the 20 random revision questions test in fronter for tectonics at least once				

NOTICES

By clicking on Notices you will be able to view:-


1. **The school calendar** - -showing whole school events and events that relate to the selected student's school year. It will also show school breaks and inset days.
2. **Letters** – You will be able to view whole school letters or letters relating to the selected student. by clicking on the link on the right (see diagram below)
3. **Parents Evening** – This tells you when your selected student's parents evening is open for bookings. .

Notices					
May 2012					
	29 May 12	General		School Event	
Family Learning Event			 <div>General events relating either to the whole school or your childs school year</div>		
	23 May 12 9:00-10:30	General		School Event	
Year 11 Leavers Assembly					
	23 May 12-20 Jul 12	General		School Event	
Year 11 Study Leave					
	17 May 2012	Year 11 Parents Evening	 <div>Displaying Parents Evening and link to take you to the booking window</div>	Parents Evening	
Year 11 Parents Evening 17 May 2012 Currently Booking					
	09 May 2012	Year 11 Study Leave		Notice	 C:\Windows\11-Revision-and-Study-Leave-Programme-2012.pdf (136.78 KB)  C:\Windows\11-Revision-and-Study-Leave-Programme.pdf (103.77 KB)
Please see attached document regarding year 11 study leave					
	07 May 12	Bank Holiday	 <div>School Breaks, inset days and bank holidays</div>	Public Holiday	
May Day					
	16 Apr 12-20 Jul 12	Summer Term		Term	

SEN

The SEN window will display information regarding the selected student's SEN needs and provisions, listing dates when counselling etc. has taken place.

If the student does not have any SEN needs the window will appear blank.



S.E.N. details

Needs

Status: P - School/Early Years Action+ Start Date: 30/09/2009

Ranking	Need Type	Description
1	Behaviour, Emotional and Social Difficulty	

Provisions

Provision	Start	End	Frequency	Provider
Glyn Student Counseling Service	20/09/2010			
1:1 counselling with [redacted]				

LINKED ADULTS AND AGENCIES

The Linked Adults and Agencies window gives you a list of your selected student's:-

- Head of House
- Form Tutor
- Class teachers

Linked adults and agencies	
Name	Relation
Type: Academic	
Miss N. Bottomley, Physics	Class
Miss N. Bottomley, Physics	Class
Mr M. E. Duffield, Info Techn	Class
Mrs M. C. Dunham, Chemistry	Class
Mrs M. C. Dunham, Chemistry	Class
Mr J. C. Gale, Biology	Class
Mr J. C. Gale, Biology	Class
Mr M. H. Leach, Geography	Class
Mr K. J. MacLeod, Physical E	Class
Mr J. W. Matthews, History	Class
Mr J. C. Menagh, Physical E	Class
Miss G. Papworth, Religious	Class
Mr M. C. Wilson, Maths	Class
Miss S. Woolgar, English	Class
Type: Pastoral	
Mrs M. C. Dunham, Head of House	House
Mr W. R. Jones, Registration Tutor	RegGrp

PERSONAL DETAILS

The Personal Details window allows you to view the selected student's basic school details and parental contact details which include:-

- Home address

- Phone numbers
- Email details

Personal details

Student details

Chosen name:	Legal name:
DOB: 01/10/1995	Age: 16 years, 8 months
Tutor: Mr W. R. Jones; Mr P. Taylor	Reg Group: 11 Abbey
SEN status: Never assigned	Year Group: Year 11
Ethnicity: White - British	Gender: Male
Mode of travel: Train;	Route: none
Emergency contact:	Home language: English
Religion: Not specified	Free school meals: No
Connexions assent: Connexions Assent Obtained	Internal exam number: 1119
Home address:	Contact student: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Contact details

Priority	Name	Relationship	Parent		
1	Mrs F Bloggs Any Address The Kingsway Ewell Surrey	Mother	✓	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 020 8716 4946 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
1	Mr G Bloggs Any Address The Kingsway Ewell Surrey	Father	✓	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 020 8716 4946 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

QUICK LINKS



Quick links can always be recognised by the icon of the world

These links take you directly to:-

- Glyn Email
- Sims Learning Gateway
- Vivo Miles
- Fronter
- ParentPay

There are also links to the local weather and the BBC Education News

MANAGE

HOMEWORK

From this area you can:-

- Set homework for the students
- Edit homework that you have set
- Delete homework
- Clone homework

You will see the following icons at the top of the Homework window



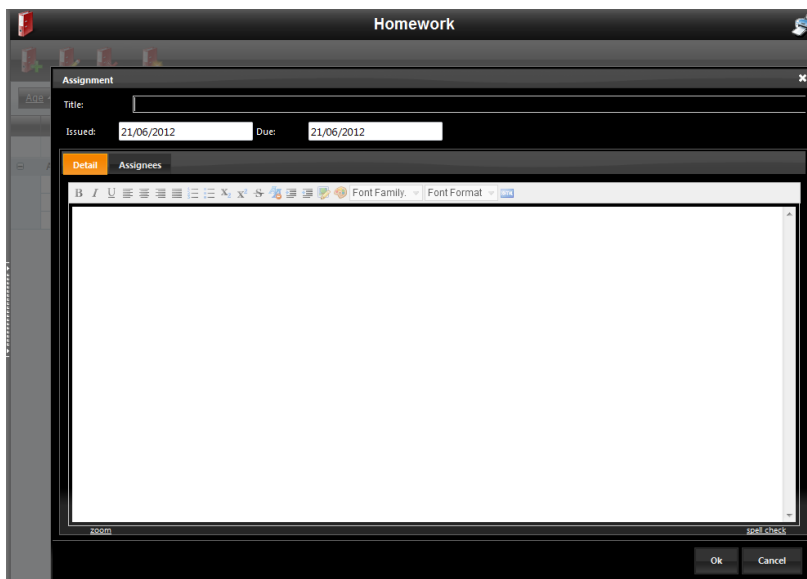
The student and their parents will be able to view this in Insight from home via Insight.

SETTING HOMEWORK

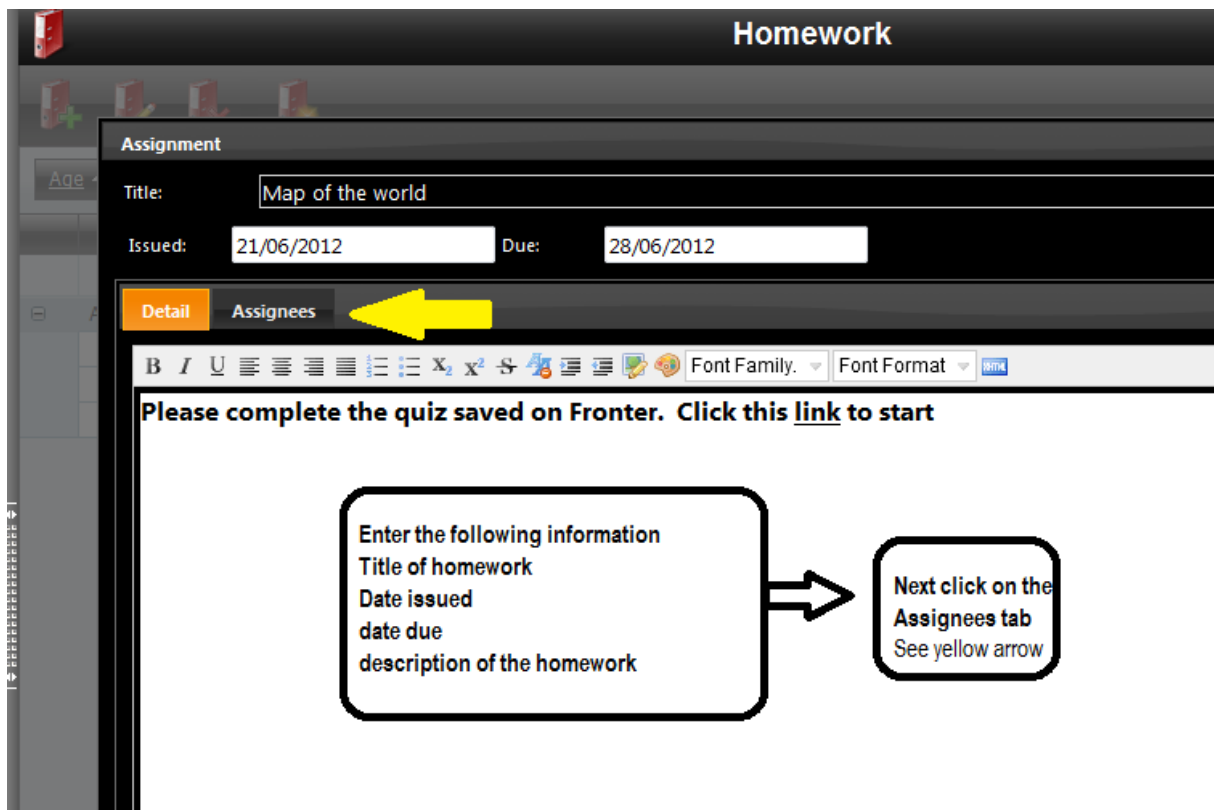
To set homework for students click on the



icon. You will see the following window.



Add in the following details (see diagram below)

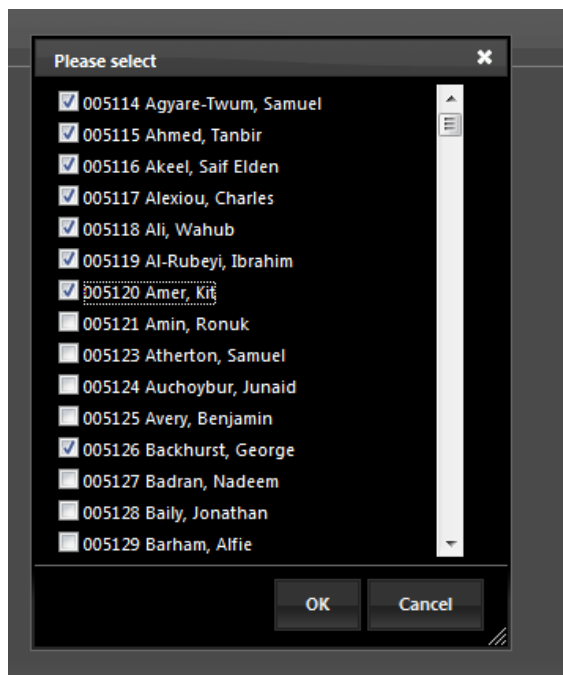


Once you have entered the homework details click the Assignees tab (see diagram above).

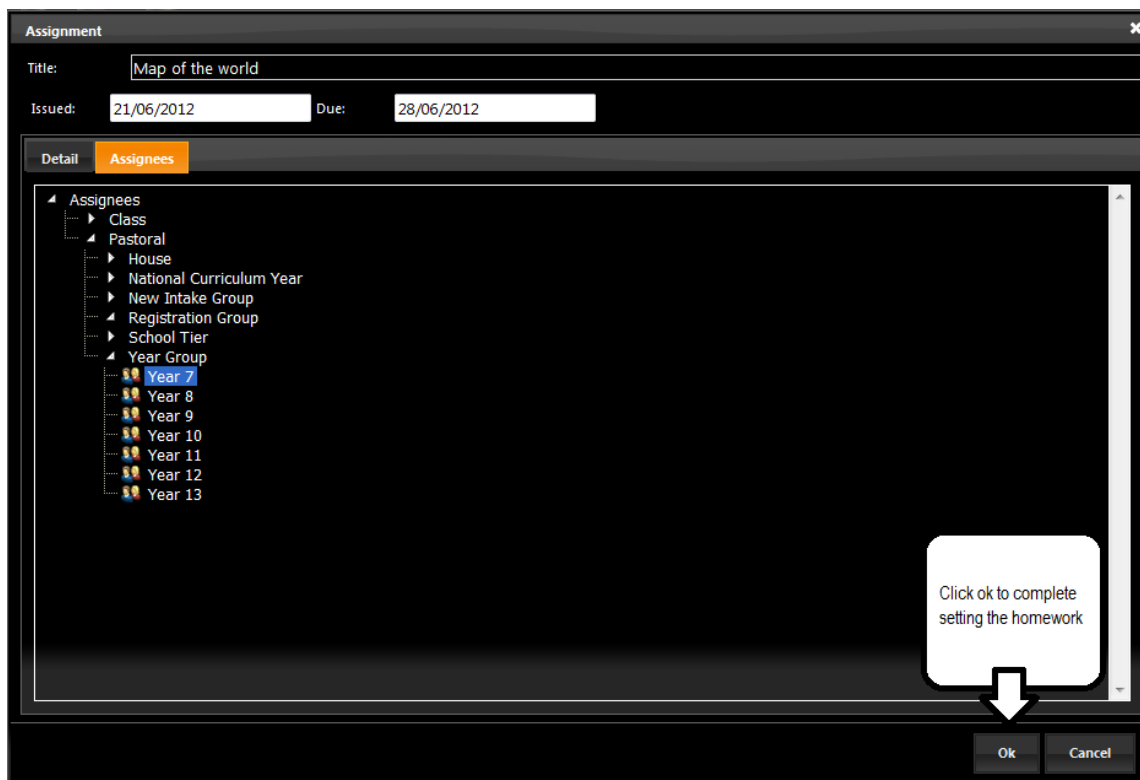
You will now be presented with a window where you get a choice of picking by:-

- Class
- Pastoral

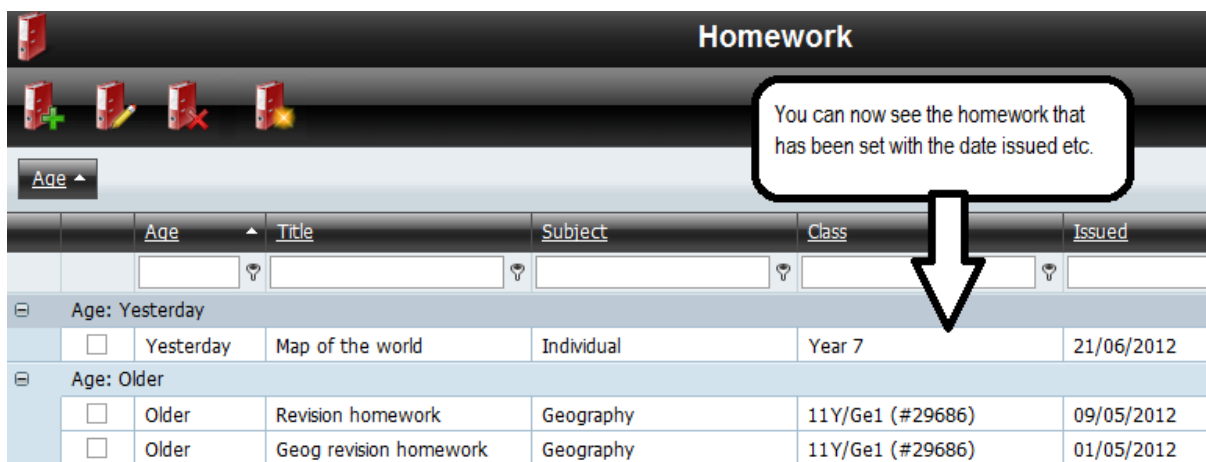
Expand the arrows to view the classes and click on your class. The following window will open. Choose the students you are setting the homework for and click ok.



The following window will open. Click ok to finish setting this homework assignment (see diagram below).



The homework you have set will now appear in the homework window. The pupils and their parents will now be able to view this homework assignment (see diagram below).



EDIT HOMEWORK THAT HAS BEEN SET

To edit a piece of homework that you have set:-



Click on the piece of homework you want to edit and then click on the edit icon.

A window will open showing all of the students who have this homework assigned to them. Click ok (see diagram below)

Assignment

Title:

Issued: Due:

Detail **Assignees**

Student	Status
005114 Agyare-Twum, Samuel	
005115 Ahmed, Tanbir	
005116 Akeel, Saif Elden	
005117 Alexiou, Charles	
005118 Ali, Wahub	
005119 Al-Rubeyi, Ibrahim	
005120 Amer, Kit	
005126 Backhurst, George	

Ok **Cancel**

The following window will open. Once you have made your changes click ok

Assignment

Title:

Issued: Due:

Detail **Assignees**


Please complete the quiz saved on Fronter. Click this [link](#) to start

zoom spell check

Ok Cancel

DELETE HOMEWORK

To delete homework:-

- Click on the piece of homework you want to delete
- Click the delete  icon
- A message will pop up asking if you are sure you want to delete this piece of Homework.
- Click Yes
- The piece of homework will be removed.

CLONE HOMEWORK



To clone homework click on the clone icon.

The cloned homework will open. Add in the detail and assignees (see above homework sections for instructions) and click ok. The homework assignment will show in the homework window.

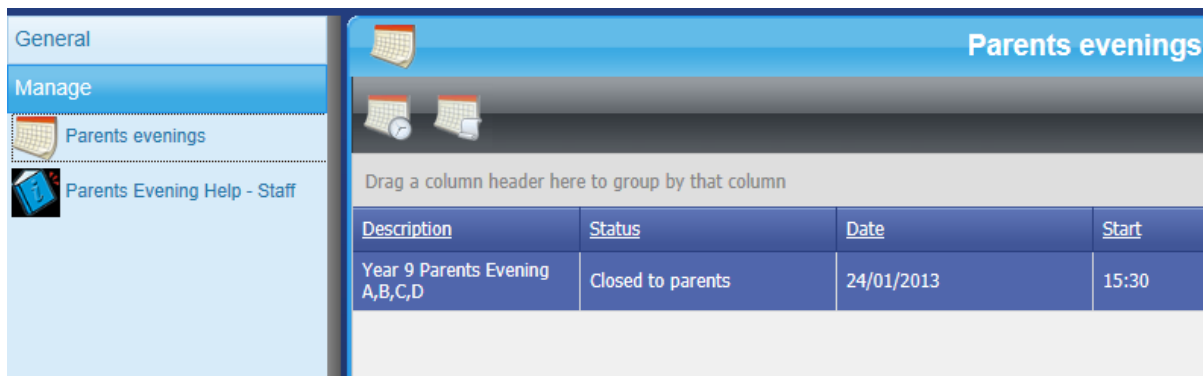
PARENTS EVENING

To access the Parents Evening application

- click on the **Manage** tab
- click on **Parents Evening**

If you are involved in the Parents Evening you will see them listed; see diagram below.

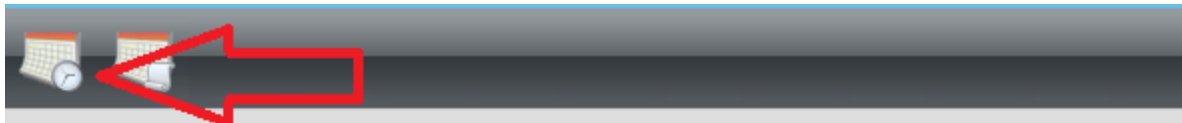
The only Parents Evenings that you will be able to open will be the ones with a status of **Booking** and **Closed to Parents** (see diagram below), you will not be able to open anything that has a status of Design.



Description	Status	Date	Start
Year 9 Parents Evening A,B,C,D	Closed to parents	24/01/2013	15:30

NOTE: Each Parents Evening will be opened to teachers 4 weeks before the night of the Parents Evening. You will be notified as soon as the Parents Evening is opened for teachers and you will have 1 week to block out all timeslots that you will not be attending (Instructions on how to do this are below.). After this week Jo Hawkins will be setting up appointments for targeted students so it is important that when she starts this process all teachers have blocked out any times they cannot attend.

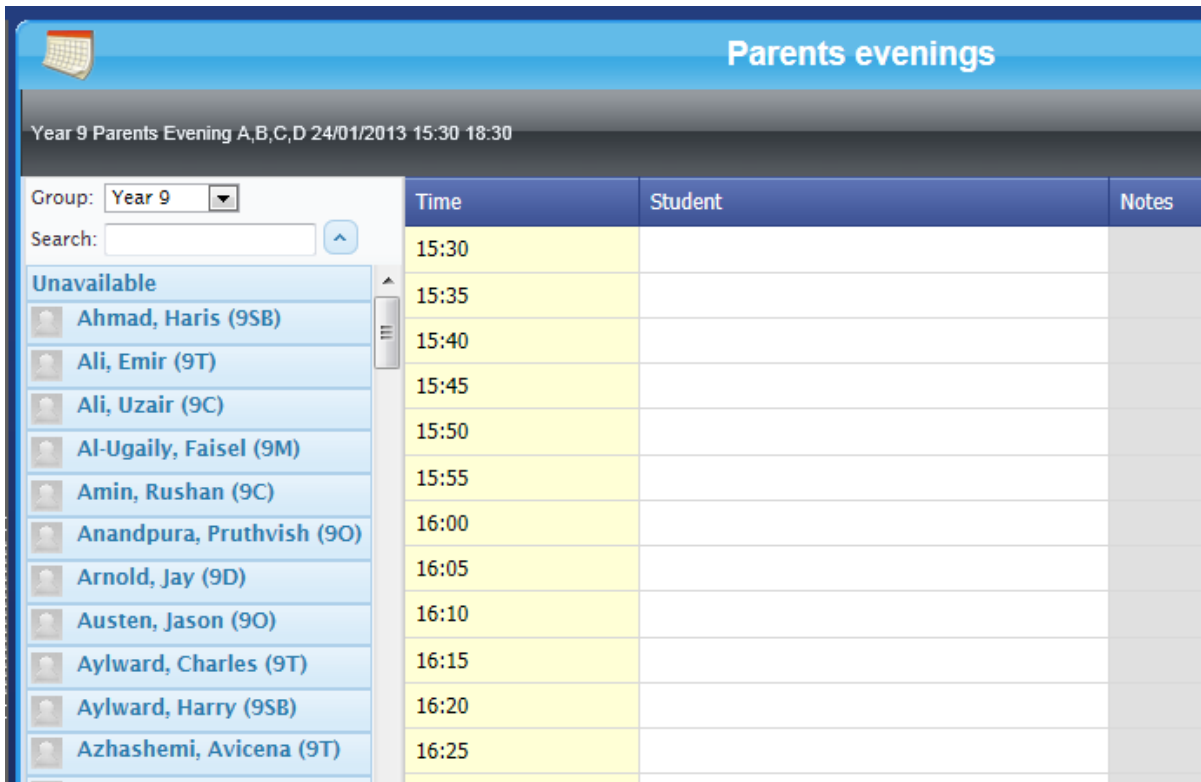
To open a Parents Evening click on the parents evening that you want to view. Next click on the Schedule icon



Drag a column header here to group by that column

Description	Status	Date	Start
Year 11 Parents Evening	Closed to parents	29/11/2012	15:30
Year 8 Parents Evening A,B,C,D	Design	06/12/2012	15:30
Year 8 Parents Evening M,O,S,T	Design	13/12/2012	15:30
Year 9 Parents Evening A,B,C,D	Design	24/01/2013	15:30
Year 9 Parents Evening M,O,S,T	Design	31/01/2013	15:30

The following window will open showing all free appointment slots.



Parents evenings

Year 9 Parents Evening A,B,C,D 24/01/2013 15:30 18:30

Group: Year 9

Search:

Unavailable

- Ahmad, Haris (9SB)
- Ali, Emir (9T)
- Ali, Uzair (9C)
- Al-Ugaily, Faisel (9M)
- Amin, Rushan (9C)
- Anandpura, Pruthvish (9O)
- Arnold, Jay (9D)
- Austen, Jason (9O)
- Aylward, Charles (9T)
- Aylward, Harry (9SB)
- Azhashemi, Avicena (9T)

Time	Student	Notes
15:30		
15:35		
15:40		
15:45		
15:50		
15:55		
16:00		
16:05		
16:10		
16:15		
16:20		
16:25		

BLOCKING OUT APPOINTMENT SLOTS THAT YOU WONT BE ATTENDING

To remove yourself from certain appointment slots, for example you can't attend any appointments until 4pm as you are attending an afterschool club, do the following:-

- Click Unavailable (top left of pane)
- Click in each cell that you won't be available; you will notice as you click in the cells **unavailable** will appear, see diagram below

The screenshot shows a software interface for managing parent evenings. On the left, there is a sidebar with a 'Group' dropdown set to 'Year 9' and a search bar. Below this is a list of students, with the 'Unavailable' button at the top. A red arrow points to this button. The main area displays a table with two columns: 'Time' and 'Student'. The table contains rows for various times from 15:30 to 16:40. The first five rows (15:30 to 15:55) have 'Unavailable' in the 'Student' column. A red arrow points to the 'Unavailable' text in the 15:40 row. The remaining rows (16:00 to 16:40) are empty.

Time	Student
15:30	Unavailable
15:35	Unavailable
15:40	Unavailable
15:45	Unavailable
15:50	Unavailable
15:55	Unavailable
16:00	
16:05	
16:10	
16:15	
16:20	
16:25	
16:30	
16:35	
16:40	

- If you click **unavailable** by mistake click in the cell again; a message will appear saying **Are you sure you want to clear this slot?** Click **ok** and **unavailable** will be removed from the cell.

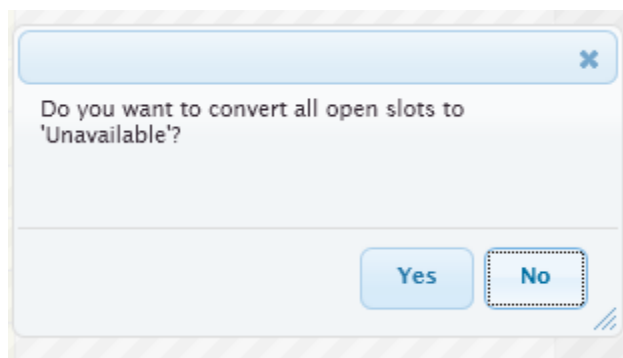
If you will not be attending the parents evening you can block all of your appointment slots out in one go.

- Click unavailable
- Click on Student

The screenshot shows the 'Parents ev' interface. At the top, it says 'Year 9 Parents Evening A,B,C,D 24/01/2013 15:30 18:30'. Below this, there is a 'Group:' dropdown menu set to 'Year 9' and a 'Search:' input field. A list of students is displayed on the left, with 'Unavailable' at the top. The main table has two columns: 'Time' and 'Student'. The 'Time' column lists slots from 15:30 to 16:15 in 5-minute increments. The 'Student' column is currently empty. Red arrows point to the 'Unavailable' button in the student list and the 'Student' column header in the table.

Time	Student
15:30	
15:35	
15:40	
15:45	
15:50	
15:55	
16:00	
16:05	
16:10	
16:15	

- The following message will appear



- Click **Yes**.

All appointment slots will show as unavailable.

To undo the above you will need to click in each cell to remove the unavailable.

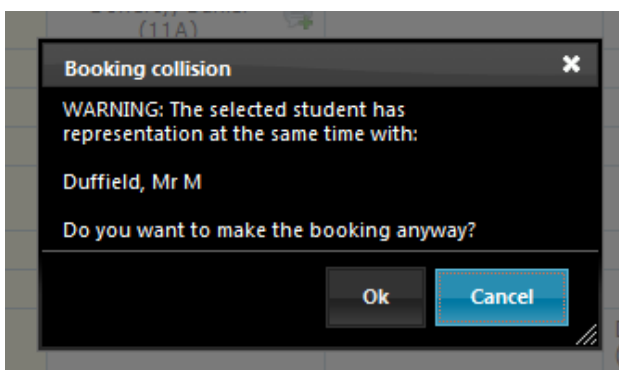
BOOKING APPOINTMENTS

- Click on the student you want to make an appointment for.
- The students name will be highlighted in blue.
- Click in the time slot you want to make the appointment for
- The name of the student will populate the time slot.

If you want to view a picture of the student you are making an appointment for; click the picture icon to the left of the students name and a photo will open. Click the **X** to close the window.



If the student already has an appointment booked for the time slot you are trying to book the following window will open, click cancel and choose another time slot.



DELETING APPOINTMENTS

Note: If you delete an appointment that a parent has previously made you must email or phone them to let them know.

To delete an appointment:-

- Click on the pupil whose booking you want to delete. The cell will turn blue (see diagram below)
- Click in the appointment slot.
- A message will appear asking “are you sure you want to clear this time slot”
- Click ok.
- The appointment will be removed.

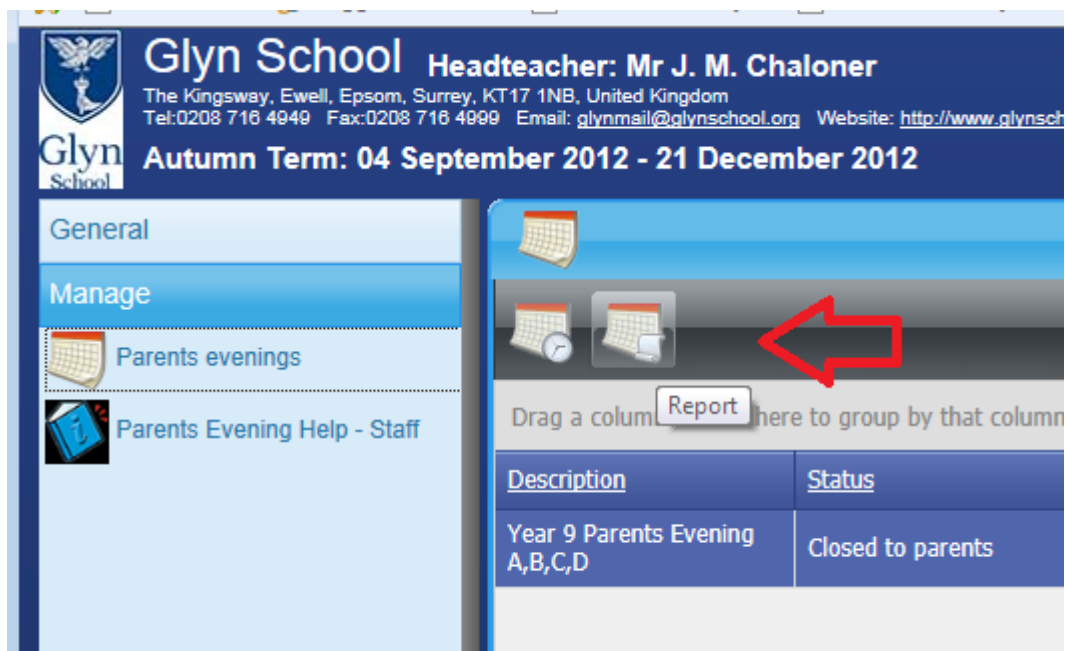
The screenshot shows the 'Parents evenings' interface. At the top, it says 'Year 9 Parents Evening A,B,C,D 24/01/2013 15:30 18:30'. Below this is a 'Group' dropdown menu set to 'Year 9' and a 'Search' field. A list of students is shown on the left, with 'Ahmad, Haris (9SB)' selected. On the right, a table shows time slots from 15:30 to 16:25. The 15:35 slot is occupied by 'Ahmad, Haris (9SB)'. A dialog box titled 'Message from webpage' is overlaid on the screen, asking 'Are you sure you want to clear this slot?' with 'OK' and 'Cancel' buttons.

Time	Student
15:30	
15:35	Ahmad, Haris (9SB)
15:40	
15:45	
15:50	
15:55	
16:00	
16:05	
16:10	
16:15	
16:20	
16:25	

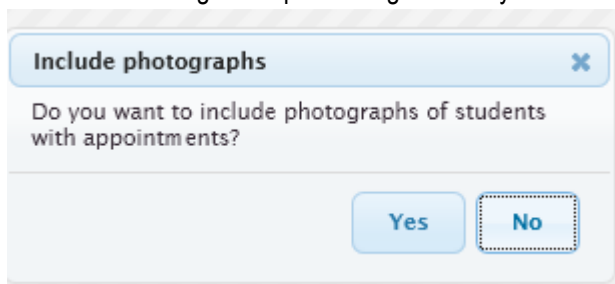
PARENTS EVENING REPORT

To view a list of your bookings for the Parents Evening

- click on the **Parents Evenings** under manage (see diagram below)
- Click on the parents evening that you want to view bookings for and click on the **Report** icon



- A message will open asking whether you would like to include the student's photos. Choose Yes or No.



The following report will open listing all of the bookings currently made.

Year 11 Parents Evening 10/07/2012
15:30 to 20:00

Leach, Mr M

Time	Name	Notes
15:30	Nicky Baker (11M) <i>Mr David Baker [Father]</i> <i>Mrs Tracy Baker [Mother]</i>	
15:35	Daniel Bacon (11B) <i>Mrs Lorraine Bacon [Mother]</i> <i>Mr David Bacon [Father]</i>	
15:40	Arjun Amin (11M) <i>Mrs Reshma Amin [Mother]</i> <i>Mr Kailesh Amin [Father]</i>	
15:45	Bradley Akers (11SB) <i>Mrs Sharon Akers [Mother]</i> <i>Mr Gary Akers [Father]</i>	
15:50	Oliver Adams (11D) <i>Mrs Helen Adams [Mother]</i> <i>Mr Richard Adams [Father]</i>	
15:55	FREE	
16:00	FREE	
16:05	Daniel Doherty (11A) with Mrs Helena Doherty [Mother]	
16:10	FREE	
16:15	FREE	
16:20	FREE	
16:25	FREE	
16:30	FREE	
16:35	FREE	


NOTICE COMPOSER

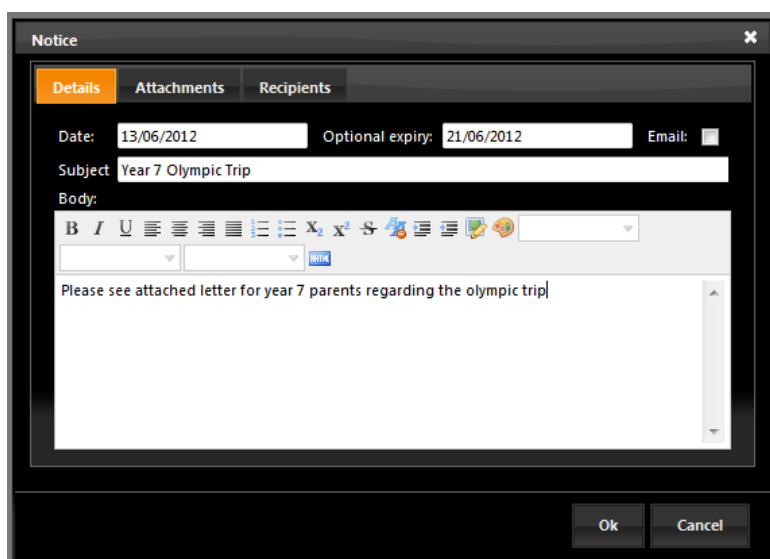
The notice composer allows you to create a notice that parents and pupils can view. You can select just the students that the notice is aimed at.

CREATING A NOTICE

Click on the notice composer tab. The following window will open.

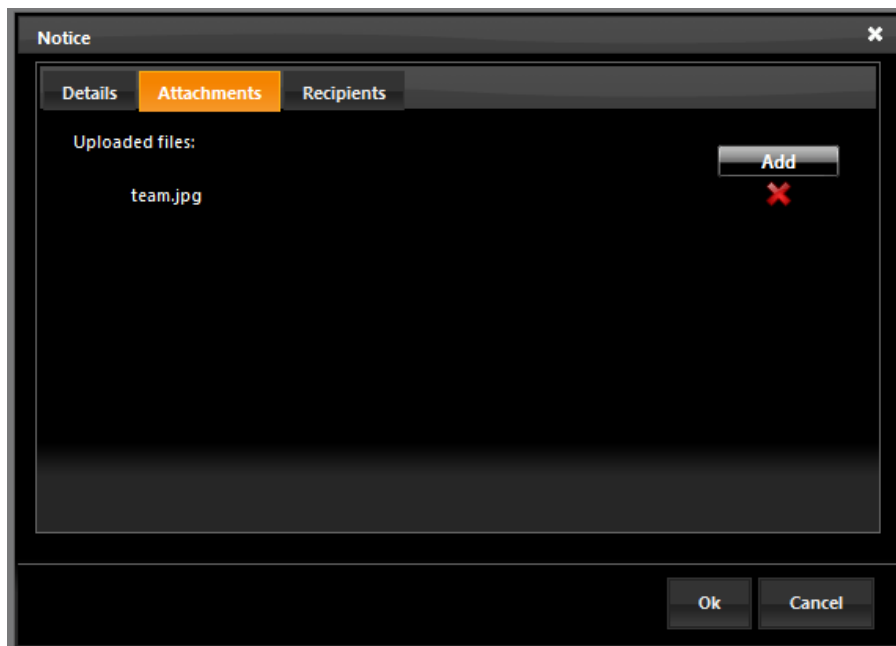


Click on the  icon and the following window will open



Enter the date, expiry date, subject and a message into the body.

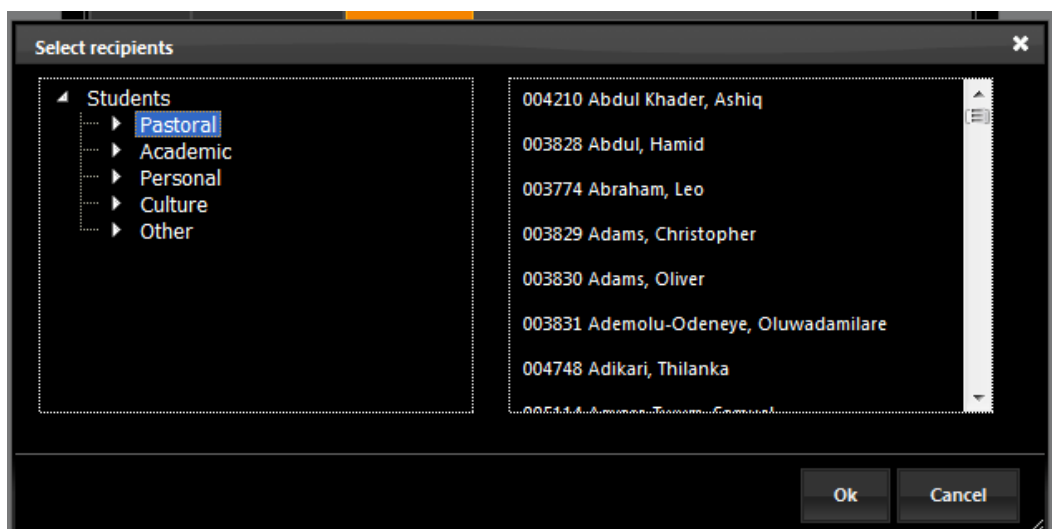
If you have an attachment to add i.e. letter that the body message relates to or supporting documentation click on the **Attachments** tab. The following window will open.



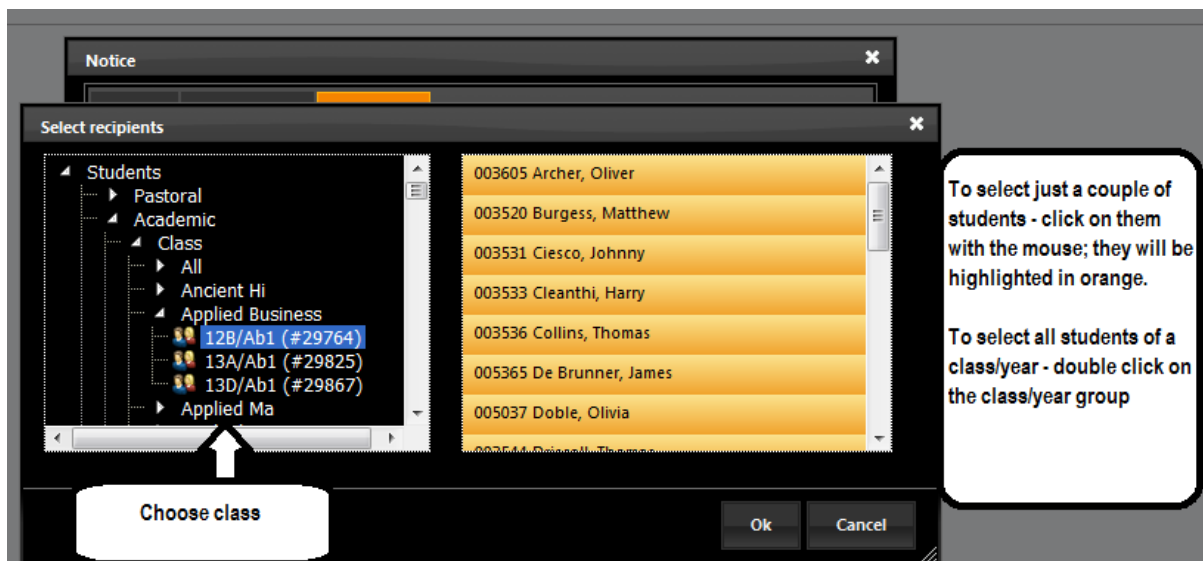
Click **Add** and browse for the document you want to insert. You can delete the document by clicking on the **X**.

You now need to add the **Recipients**.

Click on the **Recipients** tab then click **Add** and the following window will open



By expanding the folder structure under **Students** choose the class / year group that the notice relates to (see diagram below)



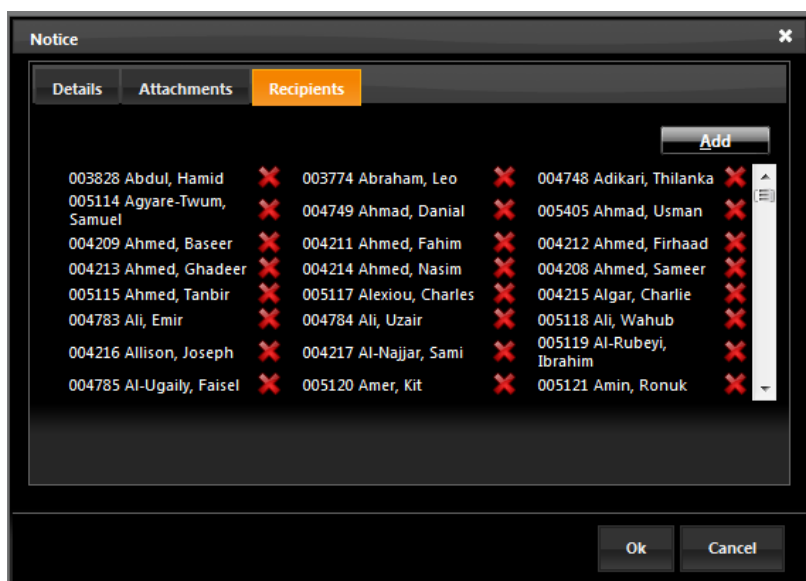
To select just a couple of students from a class/ year :-

- Click on the class/ year from the students section
- Select the students you want from the list by clicking on them individually
- As you select them they will be highlighted in orange.

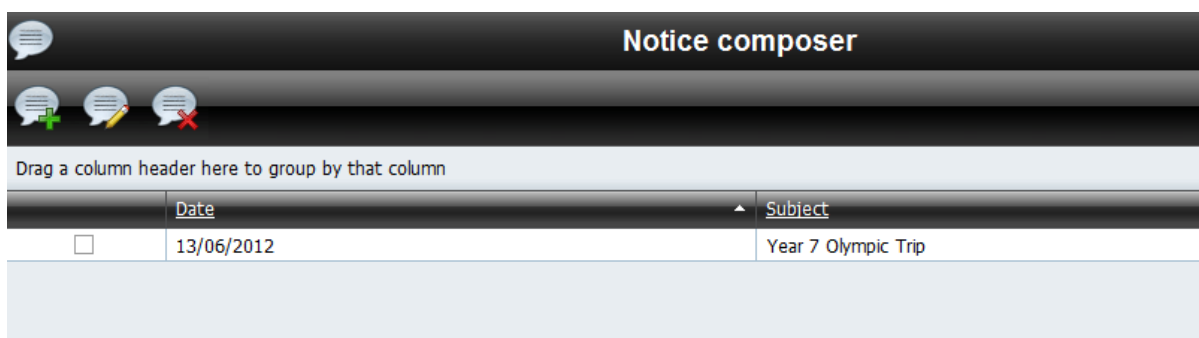
To select a whole class / year group:-

- Double click on the class / year from the **Students** section and all of the students will be highlighted in orange.


When you have selected the students click ok. The following window will open and ask if you want to add more students to the notice i.e. from another year or class group. If you do, click **Add**, otherwise click **ok**.




You will see the notice displayed in the Notice Composer window (see diagram below)



All parents of the students you selected will be able to view your notice when they go to the Notices section in Insight. Students will also be able to view the notice in Insight in their Notices section.

To edit the message click the  icon.

To delete the message click the  icon.

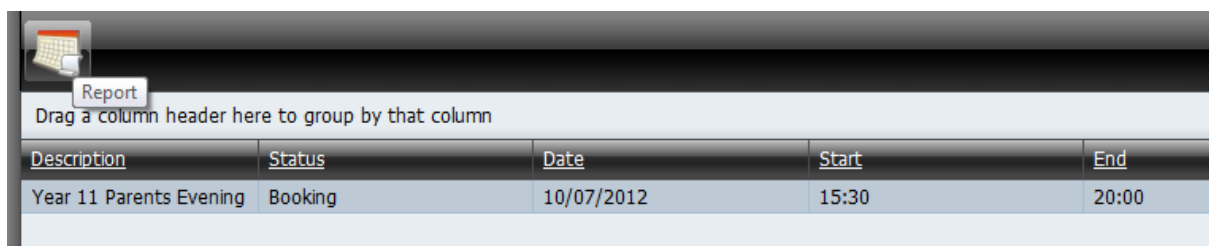
Note: Although you don't need to add an expiry date when creating a notice, it is always best practice to select an expiry date just in case you forget to remove it when it is out of date. This keeps the notice section current.

REPORTS

PARENTS EVENING

This option allows you to run extra reports for the parents evening.

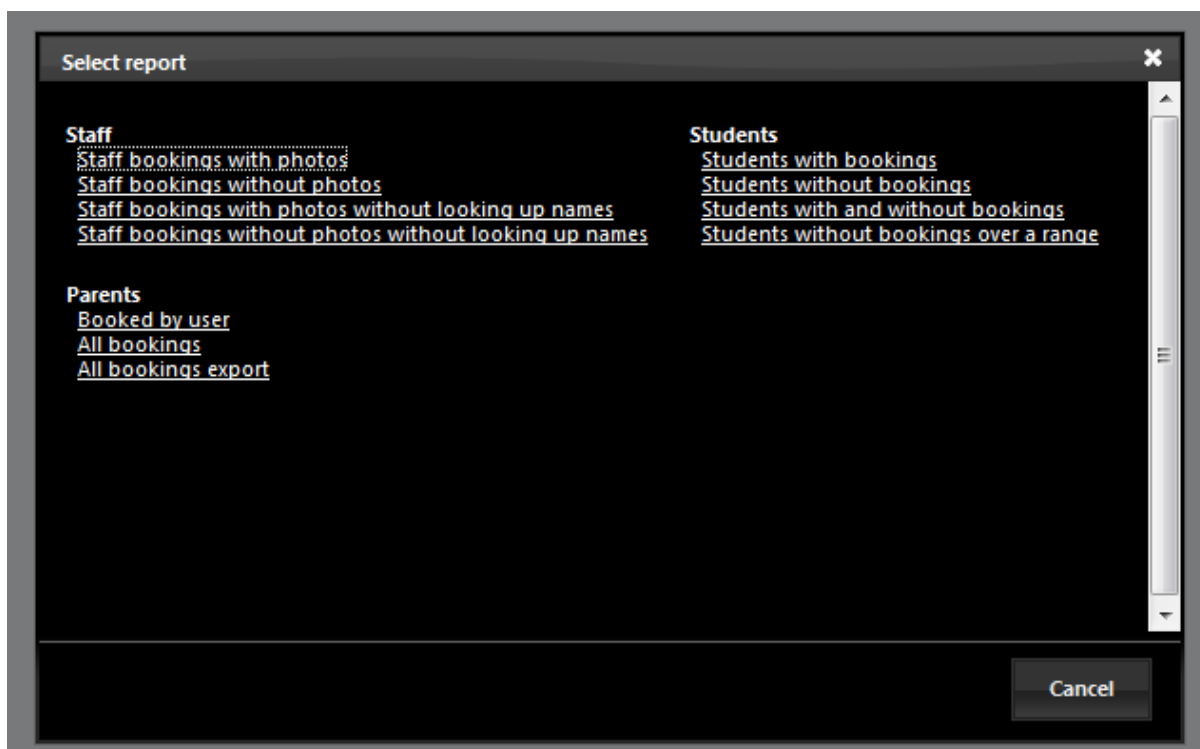
Click on the parents evening you want to view a report for and click the **Report icon** (see diagram below)



The screenshot shows a software interface. At the top left, there is a calendar icon with a 'Report' tooltip. Below it, a text prompt says 'Drag a column header here to group by that column'. Below this is a table with five columns: 'Description', 'Status', 'Date', 'Start', and 'End'. The first row of data shows 'Year 11 Parents Evening', 'Booking', '10/07/2012', '15:30', and '20:00'.

Description	Status	Date	Start	End
Year 11 Parents Evening	Booking	10/07/2012	15:30	20:00

The following window will open with a choice of staff, students and parents reports.



Click on the required report. The report will open in a new window (see example below).

Year 11 Parents Evening 10/07/2012
15:30 to 20:00




Leach, Mark

Time	Member of staff	Student	Notes
15:30	Burton, Mr A (70)	Bennett, Joshua	
15:30	Leach, Mr M	Baker, Nicholas	
15:30	Bottomley, Miss N (13SB)	Doherty, Daniel	
15:35	Leach, Mr M	Bacon, Daniel	
15:35	Ball, Ms E	Adams, Christopher	
15:40	Chaloner, Mr J	Doherty, Daniel	
15:40	Leach, Mr M	Amin, Arjun	
15:45	Leach, Mr M	Akers, Bradley	
15:45	Duffield, Mr M	Doherty, Daniel	
15:50	Leach, Mr M	Adams, Oliver	

ASSIGNMENT SUMMARY

This area displays all open homework listed by subject.

When the subject nodes are expanded it displays which students have homework outstanding for each subject. You can see when the homework was set and when it is due in.

Subject ▲						
Status	Class	Precis ▲	Issued Date ▲	Due Date	Student	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
⊕ Subject: Geography						
⊕ Subject: Individual						
⊖ Subject: Spanish (Continued on the next page)						
 Open	10X/Sp1	Test	26/06/2012	26/06/2012	Arnold, Matthew	
test Homework						
 Open	10X/Sp1	Test	26/06/2012	26/06/2012	Arrowsmith, Harvey	
test Homework						
 Open	10X/Sp1	Test	26/06/2012	26/06/2012	Bingham, Da	
test Homework						

ASSIGNMENT SUMMARY (STAFF)

This area displays homework by subject that staff have set.

When the subject node is expanded you can view all of the homework that each member of staff has set. You can view when the homework was set and when it is due in.

Subject ▴		
Issuer ▴	Class ▴	Precis
<input type="text"/>	<input type="text"/>	<input type="text"/>
⊖ Subject: Geography		
Bootle, J Mrs	10Y/Ge1	Geography test
Please follow the link and do the geography test		
Leach, M Mr	11Y/Ge1	Revision homework
Finish the epileptic key words revision powerpoints for the three topics, tectonics, coasts and rivers.		
Leach, M Mr	11Y/Ge1	Geog revision homework
Complete the 20 random revision questions test in fronter for tectonics at least once		
Leach, M Mr	11Y/Ge1	geog reseach
watch this video on Three Gorges Dam		
http://webplayer.clickview.com.au/?p=rtUPr		
⊕ Subject: Individual		
⊕ Subject: Spanish		

ATTENDANCE

This section allows you to select a pupil and view their attendance in school. It is split into four sections:-

- Session Attendance
- Attendance Comparison
- Attendance Career

- Lesson Summary

For instructions on selecting a pupil see Page 6

SESSION ATTENDANCE

There are 2 views for the Attendance Summary, Detail and Calendar view. The detail view shows all am and pm registrations for the school year week by week flagging up the weekly percentage of attendance.

Below the register view is the statistical summary (see diagrams below)

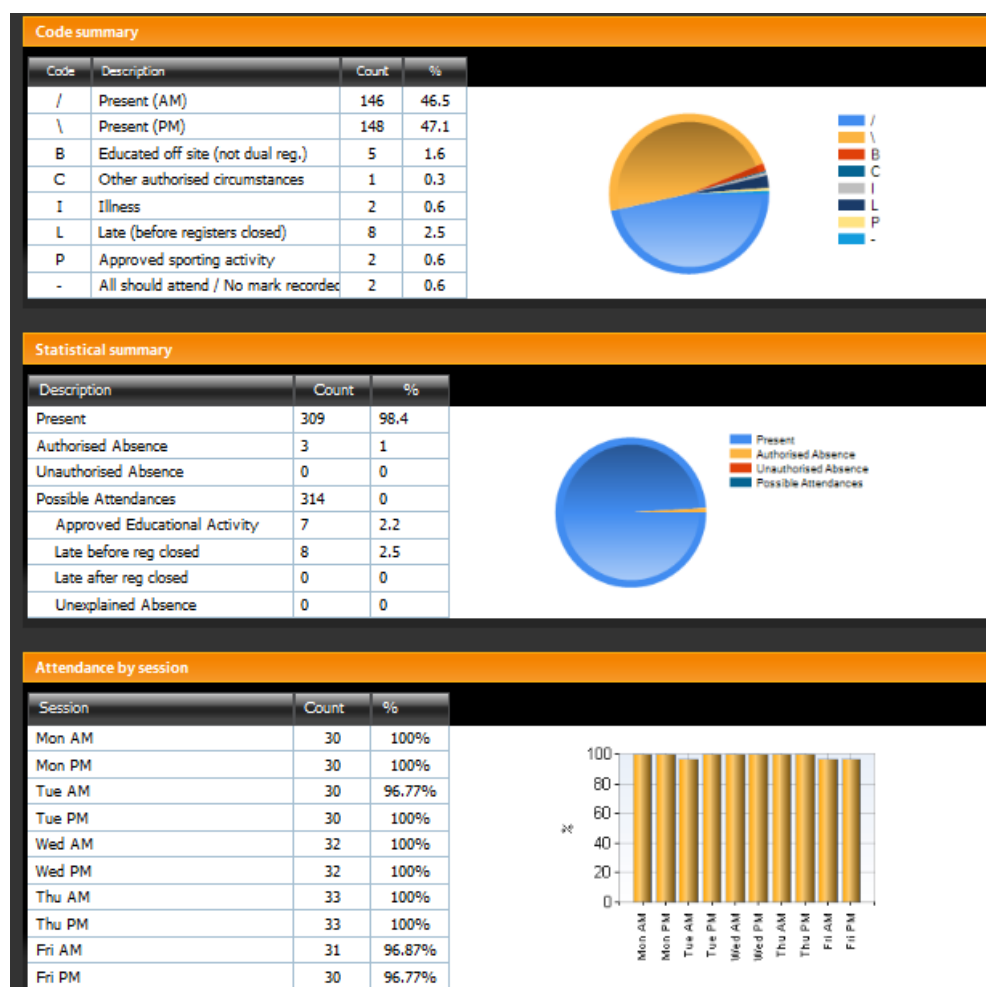
Detail

Calendar

Week-by-week

Week beginning	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM	Attendance	
29/08/2011							#	#	#	#		
05/09/2011	/	\	/	\	/	\	/	\	/	\		100%
12/09/2011	/	\	/	\	/	\	/	\	/	\		100%
19/09/2011	/	\	/	\	/	\	/	\	/	\		100%
26/09/2011	/	\	/	\	/	\	/	\	/	\		100%
03/10/2011	/	\	/	\	/	\	/	\	/	\		100%
10/10/2011	/	\	/	\	/	\	/	\	/	\		100%
17/10/2011	/	\	/	\	/	\	/	\	/	\		100%
24/10/2011	#	#	#	#	#	#	#	#	#	#		
31/10/2011	/	L	/	\	/	\	/	\	/	\		100%
07/11/2011	/	\	/	\	/	\	/	\	/	\		100%
14/11/2011	/	\	/	\	/	\	/	\	/	\		100%
21/11/2011	/	\	/	\	/	\	/	\	/	\		100%
28/11/2011	#	#	/	\	T	T	/	\	/	\		100%
05/12/2011	/	\	/	\	/	\	/	\	/	\		100%
12/12/2011	/	\	/	\	/	\	/	\	/	\		100%
19/12/2011	#	#	#	#	#	#	#	#	#	#		
26/12/2011	#	#	#	#	#	#	#	#	#	#		
02/01/2012	#	#	#	#	/	\	/	\	/	\		100%
09/01/2012	/	\	/	\	/	\	/	\	/	\		100%
16/01/2012	/	\	/	\	/	\	/	\	/	\		100%
23/01/2012	/	\	/	\	/	\	/	\	/	\		100%
30/01/2012	/	\	/	\	/	\	P	/	/	\		100%
06/02/2012	/	\	/	\	/	\	/	\	/	\		100%
13/02/2012	#	#	#	#	#	#	#	#	#	#		
20/02/2012	/	\	/	\	/	\	/	\	/	\		100%
27/02/2012	/	\	/	\	/	\	/	\	/	\		100%
05/03/2012	/	\	#	#	C		/	\	/	\		87.5%
12/03/2012	/	\	/	\	/	\	/	\	/	\		100%
19/03/2012	/	\	/	\	/	\	/	\	/	\		100%
26/03/2012	/	\	/	\	/	\	/	\	/	\		100%
02/04/2012	#	#	#	#	#	#	#	#	#	#		

Detail view – am and pm attendance showing percentage attendance



Detail view – am and pm attendance statistical summary

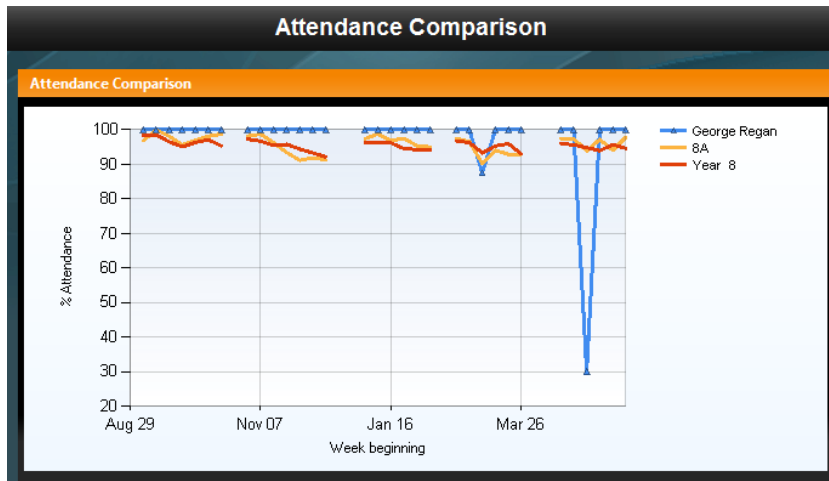
The Calendar view represents the data as a yearly calendar and shows the am and pm attendance over the school year as pie charts.



Calendar view

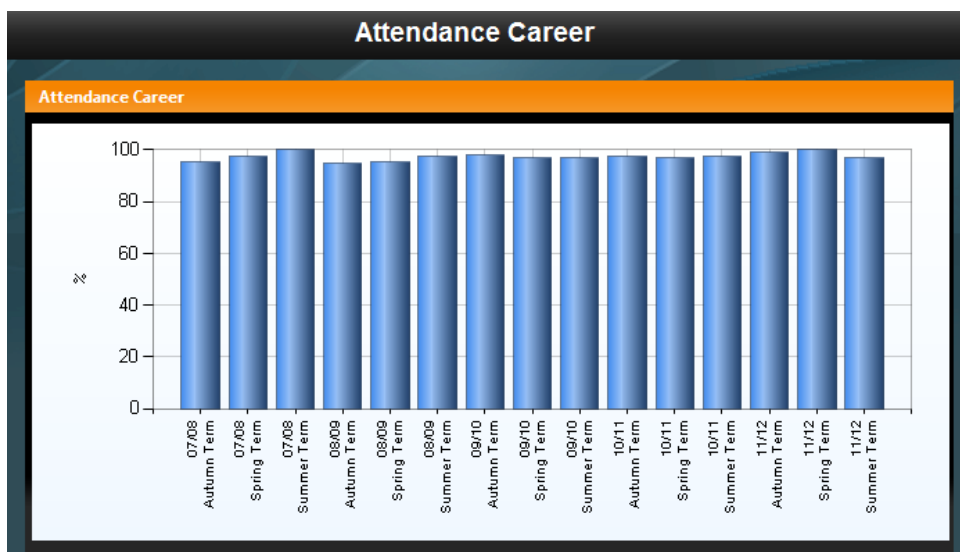
ATTENDANCE COMPARISON

The Attendance Comparison section compares the selected student's attendance against the rest of their class attendance and the rest of their school years attendance. It is displayed as a line graph.



ATTENDANCE CAREER

The Attendance Career section displays a graphical representation of the selected student's attendance since being at Glyn School.



LESSON SUMMARY

The Lesson Summary section has two views a detail and calendar view. The detail view shows all lesson attendance for the school year week by week flagging up the weekly attendance for the selected pupil. Below the register section is a statistical summary (see diagrams below)

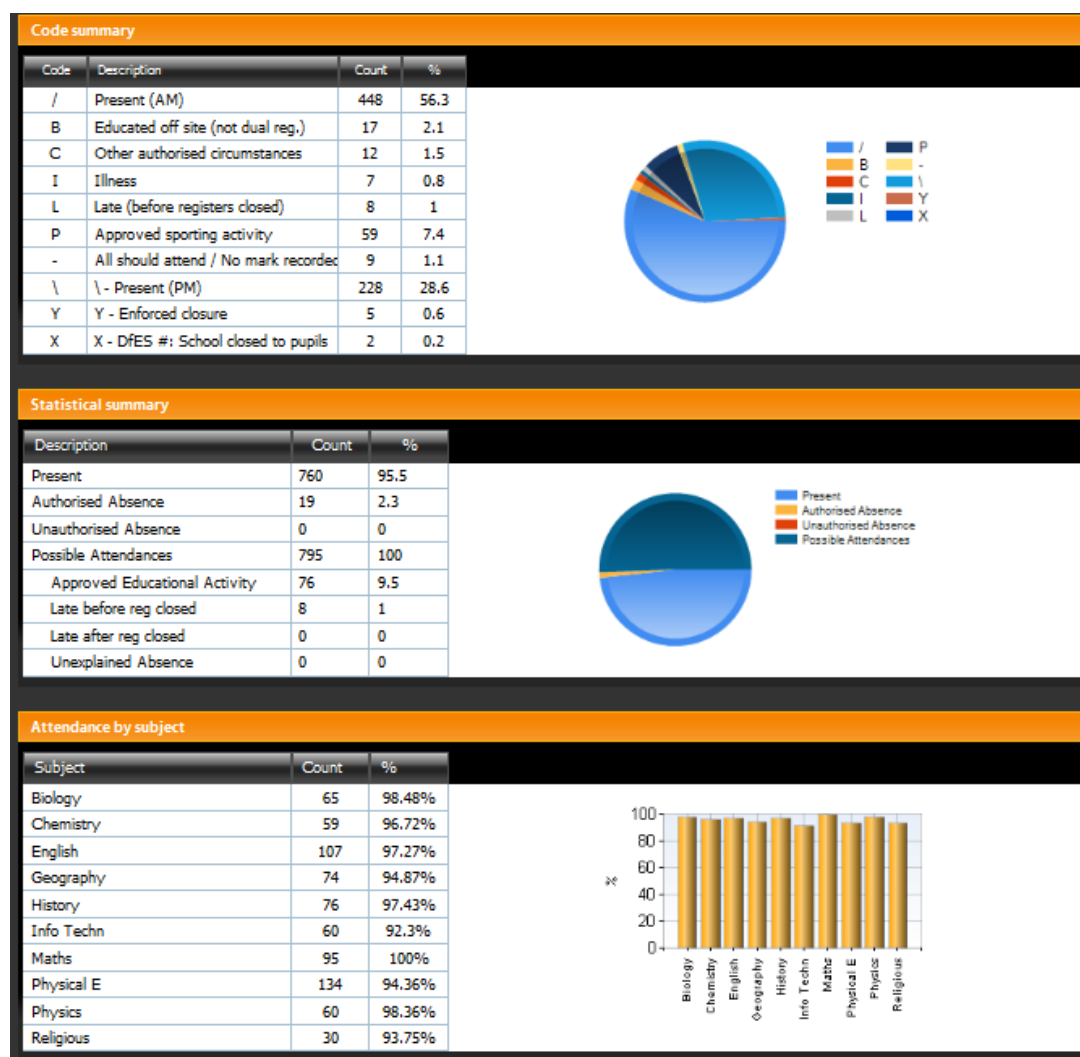
Lesson Summary

DetailCalendar

Week-by-week

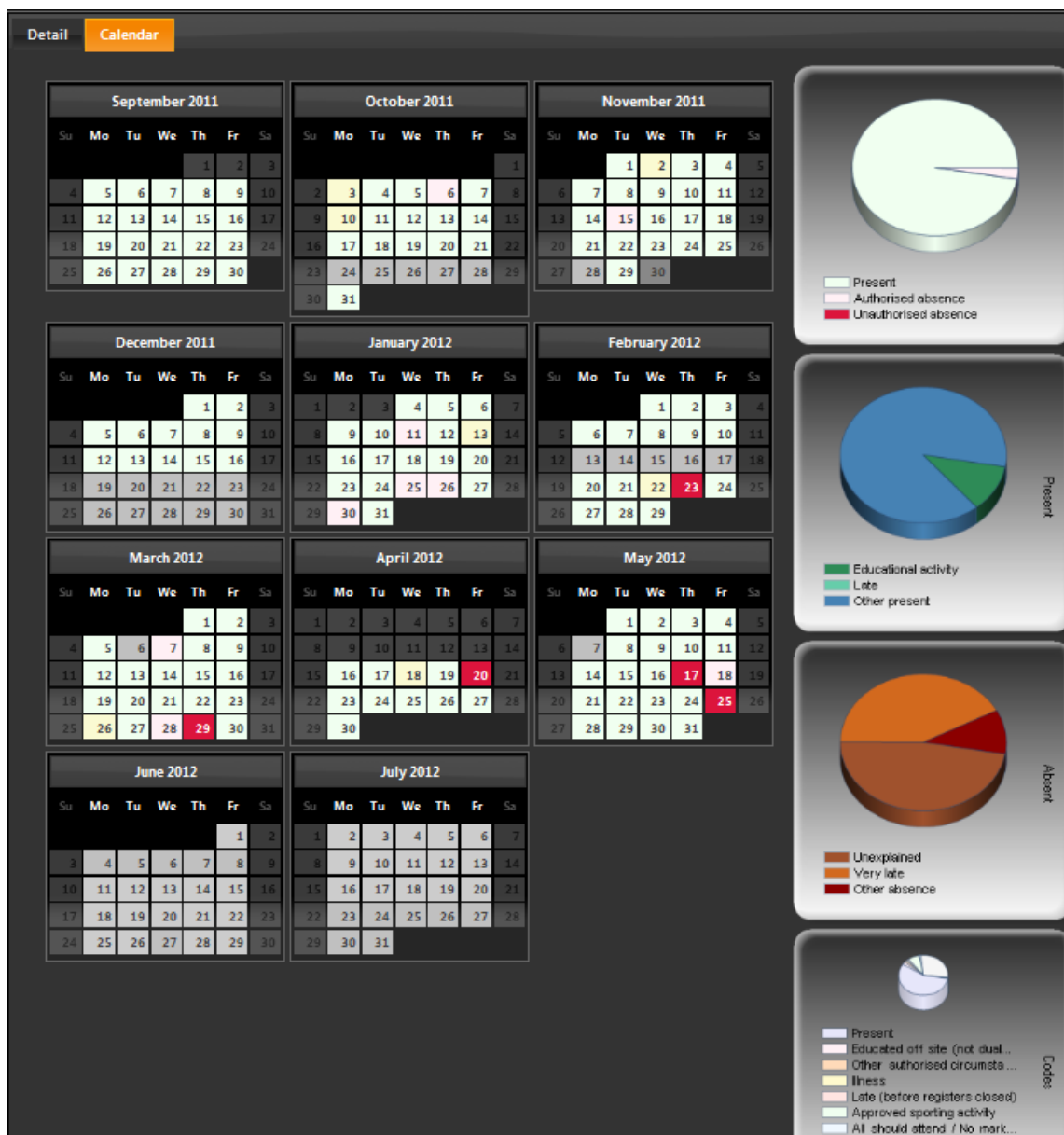
w/b	Monday	Tuesday	Wednesday	Thursday	Friday	Attendance	
05/09/2011	///\	///\	///PP	///\	///\		100%
12/09/2011	///\	///\	///PP	///\	///\		100%
19/09/2011	///\	///\	///PP	///\	///\		100%
26/09/2011	///\	///\	///PP	///\	///\		100%
03/10/2011	/L\	///\	///PP	///CC	///\		92%
10/10/2011	///L\	///\	///PP	///\	///\		100%
17/10/2011	///\	///\	///PP	///\	///\		100%
31/10/2011	///\	///\	L//PP	///\	///\		100%
07/11/2011	///\	///\	///PP	///\	///\		100%
14/11/2011	///\	C//\	///PP	///\	///\		96%
21/11/2011	///\	///\	///PP	///\	///\		100%
28/11/2011		///\		///\	///\		100%
05/12/2011	///\	///\	///PP	///\	///\		100%
12/12/2011	///\	///\	///PP	///\	///\		100%
02/01/2012			///PP	///\	///\		100%
09/01/2012	///\	///\	///CC	///\	L//\		92%
16/01/2012	///\	///\	///PP	///\	///\		100%
23/01/2012	///\	///\	///CC	C//\	///\		88%
30/01/2012	///CC	///\	///PP	///\	///\		92%
06/02/2012	///\	///\	///PP	///\	///\		100%
20/02/2012	///\	///\	L//PP	///-	///\		96%

Detail view – Lesson register with percentage attendance in lessons



Detail view - Lesson attendance statistical summary

The Calendar view represents the data as a yearly calendar and shows the lesson attendance over the school year as pie charts.



BEHAVIOUR

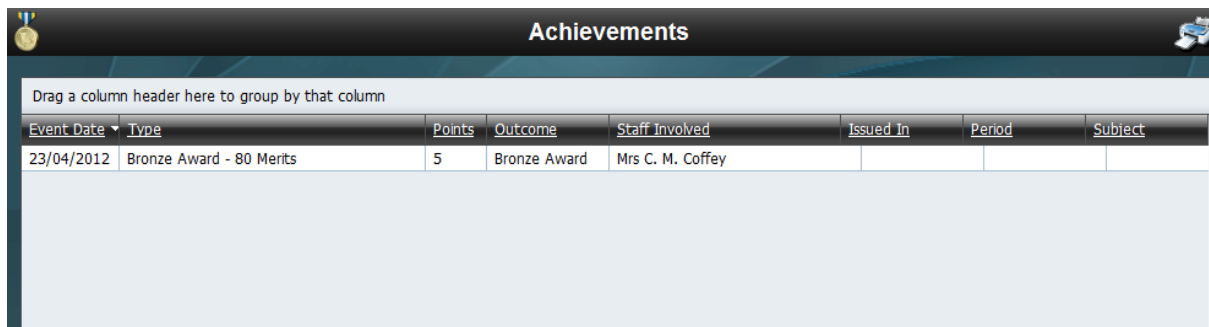
This section allows you to see all achievements and behaviours for a selected pupil. It is split into four sections:-

- Achievements
- Behaviours
- Report Card
- Exclusions

For instructions on selecting a pupil see Page 6

ACHIEVEMENTS

Within this section you will be able to view any awards your selected pupil has achieved during the current academic year.



Event Date	Type	Points	Outcome	Staff Involved	Issued In	Period	Subject
23/04/2012	Bronze Award - 80 Merits	5	Bronze Award	Mrs C. M. Coffey			

BEHAVIOURS

Within this section you will be able to view any behaviour incidents your selected pupil has been involved in during the current academic year.

You will be able to see the type of incident, lesson it happened in and the members of staff involved.

Behaviours						
Drag a column header here to group by that column						
Event Date	Type	Points	Staff Involved	Issued In	Period	Subject
27/09/2011	Other incident of minor nature	1	Mrs J Bloggs			DT
Class held back because of poor behaviour. I went in and spoke to them so [redacted] decided to eat his sweets						
09/09/2011	Incitement of misconduct	1	Mrs B Good			Art
Calling out [redacted] name and causing him to become upset						

REPORT CARD

This section allows you to see if your selected pupil has been on report during the current academic year.

You will be able to view the report card, see the duration the selected pupil has been / is on report and view any comments teachers have made about the pupil in their lesson/s

Report Card

Behaviour Type

Start date

End date

Class	Complete all set homework	Remain focussed on the tasks set in class	Avoid behaviour which is disruptive in lessons v2	Comments
Bourne - AM				
BN/Sp		✓	✓	On task - work completed. Still needs reminders not to chat (RHS)
BN/Te			✓	quite good when I gave him time on his own (CD)
BN/Rs			✓	Good (ASD)
Bourne - PM				
a/Sc2				
.ab/Ma4		✓	✓	Unhappy to be sitting on his own, but worked when helped. Behaviour ok. (RYB)

EXCLUSIONS

This section lists any fixed term exclusions the selected pupil has had during the current academic year. It tells you the length of the exclusion and the reason for the exclusion.

Exclusions						
Drag a column header here to group by that column						
Academic year	Term	Start date	End date	Length	Type	Reason
Academic Year 2010/2011	Autumn Term	21/05/2010	22/05/2010	2	Fixed Term	Physical assault against a pupil
John has been excluded for 2 days for a physical attack on another student.						
Academic Year 2010/2011	Autumn Term	15/06/2010	15/06/2010	1	Fixed Term	Physical assault against a pupil
John has been excluded for punching another student						

ASSESSMENTS

You will only see the following assessment sections if they relate to the selected pupils year groups. Everyone should see Key Stage Results but if your selected pupil didn't take Key Stage exams at primary school this section will appear blank.

For instructions on selecting a pupil see Page 6

EXAMINATION ENTRIES

This section lists all of the exams that the selected pupil will be taking in the fourth coming exam season. It lists the exam board, exam code, exam season and exam title.

Examination entries						
Board	Code	Level	Mode	Season	Status	Title
AQA	40301H	GCSE/B	Private	2012 Summer	Unit	Science A Unit 1 Tier H
AQA	40303	GCSE/B	Private	2012 Summer	Unit	Science A Unit 3
AQA	47101H	GCSE/B	Private	2012 Summer	Unit	English Literature Unit 1H
AQA	47102H	GCSE/B	Private	2012 Summer	Unit	English Literature Unit 2H
AQA	47103	GCSE/B	Private	2012 Summer	Unit	English Literature Unit 3
AQA	BLY3H	GCSE/B	Private	2012 Summer	Unit	Biology Unit 3 Tier H
AQA	CHY3H	GCSE/B	Private	2012 Summer	Unit	Chemistry Unit 3 Tier H
AQA	ENG02	GCSE/B	Private	2012 Summer	Unit	Eng/Eng Lang Unit 2
AQA	ENG1H	GCSE/B	Private	2012 Summer	Unit	Eng/Eng Lang Unit 1 Tier H
AQA	ENL03	GCSE/B	Private	2012 Summer	Unit	English Language Unit 3
AQA	PHY3H	GCSE/B	Private	2012 Summer	Unit	Physics Unit 3 Tier H
EDEXL	5AM2H	GCSE/B	Private	2012 Summer	Unit	Application of Maths.2
EDEXL	5HA01	GCSE/B	Private	2012 Summer	Unit	History A1
EDEXL	5HA04	GCSE/B	Private	2012 Summer	Unit	History A4

EXAMINATION RESULTS

This section lists all of the exam results the selected pupil has achieved whilst at Glyn. It lists the date of the exam, exam board, subject, result and grade.

Examination results							
Drag a column header here to group by that column							
Date	Board Level	Exam	Result	Extern	Status	Forecast	Points
15/01/201	AQA GCSE/B	Maths Unit 2 Tier H BLY2H	77	<input type="checkbox"/>	Unit		b
15/01/201	AQA GCSE/B	Chemistry Unit 2 Tier H CHY2H	76	<input type="checkbox"/>	Unit		b
15/01/201	AQA GCSE/B	Physics Unit 2 Tier H PHY2H	78	<input type="checkbox"/>	Unit		b
15/01/201	EDEXL GCSE/B	History A3 Option B SHA03B	70	<input type="checkbox"/>	Unit		b
15/11/201	EDEXL GCSE/B	Methods in Mathematics 1 5MM1H	139	<input type="checkbox"/>	Unit		c
15/06/201	AQA GCSE/B	Geography A Unit 2 Tier H 40302H	129	<input type="checkbox"/>	Unit		a
15/06/201	AQA GCSE/B	Maths Jnit 1B (Paper) BLY1BP	42	<input type="checkbox"/>	Unit		a
15/06/201	AQA GCSE/B	Chemistry Unit 1B (Paper) CHY1BP	38	<input type="checkbox"/>	Unit		b
15/06/201	EDEXL GCSE/B	Application of Maths.1 5AM1H	156	<input type="checkbox"/>	Unit		b
15/06/201	EDEXL GCSE/B	History A2 Option B SHA02B	73	<input type="checkbox"/>	Unit		b
15/06/201	EDEXL GCSE/B	History A3 Option B SHA03B	63	<input type="checkbox"/>	Unit		c
15/06/201	EDEXL GCSE/B	Methods in Mathematics 1 5MM1H	143	<input type="checkbox"/>	Unit		b

KEY STAGE RESULTS

This section lists all of the selected pupil's Key Stage results since being at school (primary and secondary). This section will only be populated if the selected pupil has taken Key Stage exams.

Key Stage results	
Key Stage 2 Validated Result	
EN AT1: Speaking and Listening KS2	Level 4
EN AT2: Reading KS2	Level 5
EN AT3: Writing KS2	Level 5
EN TA: English Subject Level KS2	Level 5
EN KS2: English Test Lev	Level 4
EN KS2: Writing Test Level	Level 4
MA AT1: Using and Applying Maths KS2	Level 5
MA AT2: Number and Algebra KS2	Level 5
MA AT3: Shape, Space and Measures KS2	Level 4
MA AT4: Handling Data KS2	Level 4
MA TA: Mathematics Subject Level KS2	Level 5
MA KS2: Maths Test Level (Final)	Level 4
SC AT1: Scientific Enquiry KS2	Level 4
SC AT2: Life Proc and Living Things KS2	Level 4
SC AT3: Materials and their Props KS2	Level 4
SC AT4: Physical Processes KS2	Level 4
SC TA: Science Subject Level KS2	Level 4

REPORTS


This section lists and displays all school reports since being at Glyn for a selected pupil. It also includes attendance reports.

For instructions on selecting a pupil see Page 6

Click on the report you want to view and it will open up in the main window.

Reports
Year 11
attendancehundredpercent.doc
Report YEAR11 IR3 for
Report YEAR11 IR2 for
Report YEAR11VA for
Report YEAR11IR for
Year 10
Report YEAR10 FULLREPORT for
Report YEAR10IR(2) for
Report YEAR10IR for
Year 9
Report YEAR9 FULL REPORT for
attendancehundredpercent.doc
Report YEAR9IR for
Year 8
Report YEAR8FULLREPORT for
Report YEAR8IR for
Year 7
Report YEAR7FULLREPORT for
Report YEAR7IRNOV2006 for

YEAR 8 FULL REPORT MARCH 2009



SUBJECT	TARGET	ATTAINMENT	
Drama	5	5b	5b


Progress
Over the year we have been working on using drama techniques in order to develop non verbal communication in Drama. From that we have been exploring the script writing process. This has been a solid year's work from Mickey who can respond with imagination to the task and is becoming more confident in terms of physical and vocal skills. However, occasionally he becomes a little distracted which can have an adverse effect on the learning of others as well as developing his potential.

Targets for improvement

- The group will continue to develop their physical and vocal skills and to develop their ability to evaluate the work using the language of drama.
- He should work at maintaining the focus at all times in order to fulfil his potential.

Reports
Year 11
attendancehundredpercent.doc
Report YEAR11 IR3 for
Report YEAR11 IR2 for
Report YEAR11VA for
Report YEAR11IR for
Year 10
Report YEAR10 FULLREPORT for
Report YEAR10IR(2) for
Report YEAR10IR for
Year 9
Report YEAR9 FULL REPORT for
attendancehundredpercent.doc
Report YEAR9IR for
Year 8
Report YEAR8FULLREPORT for
Report YEAR8IR for
Year 7
Report YEAR7FULLREPORT for
Report YEAR7IRNOV2006 for

YEAR 7 INTERIM REPORT AUTUMN 2007



SUBJECT	TARGET	ATTAINMENT	CLASSWORK	HOMEWORK	BEHAVIOUR	TEACHER
English	5	5c	A	A	A	MSE
Maths	6	5b	B	B	A	AL
Science	6	4a	A	A	A	NT
ICT	5	4b	A	A	A	CW
Design and Technology	5	3a	B	B	A	SDB
History	5	4b	A	A	A	RCT
Geography	5	4c	A	A	A	ABH
Art	5	4b	A	B	A	SC
Religious Studies	5	4c	A	A	A	ASD
French	5	4a	B	B	B	WMD